

**CALENDAR AND PROCEDURES  
FOR REVIEW OF NONTENURED TENURE TRACK FACULTY AND  
TENURE/PROMOTION RECOMMENDATIONS  
2009-2010**

*The following deadline dates and sequence of procedures for the review of nontenured tenure track faculty and tenure/promotion recommendations have been established.*

**Dates**

**Procedures**

Mon., September 21	The department chair* will have initiated the collection of appropriate materials for tenure and/or promotion review from all appropriate faculty in his/her department. The faculty member may submit any other information considered relevant by the faculty member.
Mon., October 5	The faculty member will have submitted the materials requested and any other information considered relevant to the appropriate department chair.
Mon., October 19	The tenured faculty and department chair* will have reviewed the materials submitted by nontenured tenure track faculty members. The University, school/college and departmental criteria statements, as appropriate, shall form the basis of review regarding progress toward tenure. For faculty in their final probationary year, a written recommendation to grant or withhold tenure will have been made by the tenured faculty to the department chair*.
Thurs., October 22	The chair* will have issued a written tenure progress report to all nontenured tenure track faculty who are in at least their second year <u>with copies to the dean and to the Provost/Vice Chancellor for Academic Affairs</u> . The University, school/college and departmental criteria statements, as appropriate, shall form the basis of review regarding progress toward tenure. In the year in which the tenure decision is made, the written tenure progress report for the last year will be incorporated in the written recommendation to grant or withhold tenure.
Mon., October 26	The department chair (except in the College of Education) will have met with the department advisory committee and will have presented written recommendations for tenure/promotion along with supporting evidence.
Mon., November 2	The department advisory committee (except in the College of Education) will have submitted in writing its judgment of the tenure/promotion recommendations to the chair.

\*Or dean, in the case of the College of Education.

## Calendar and Procedures for 2009-2010 (cont.)

- Mon., November 9                      The department chair (except in the College of Education) will have forwarded written recommendations on tenure/promotion and supporting evidence to the appropriate dean.
- Mon., November 30                     The dean will have met with the school or college advisory committee and will have presented written recommendations on tenure/promotion along with supporting evidence.
- Fri., January 15                        The school or college advisory committee will have reported in writing its judgment of the tenure/promotion recommendations to the dean.
- Fri., February 5                        The dean will have conferred with each department chair and forwarded written recommendations on tenure/ promotion and supporting evidence to the Provost/Vice Chancellor for Academic Affairs.
- Fri., February 12                      **The Provost/Vice Chancellor for Academic Affairs will have sent written recommendations on tenure/promotion along with supporting evidence to the University Advisory Committee.****
- Wed., February 24\*                    **The tenured faculty and departmental chair\* will have reviewed all nontenured tenure track faculty members who are in their first year and issued a written evaluation with copies to the dean, as appropriate, and to the Provost/Vice Chancellor for Academic Affairs. The University, school/college, and departmental criteria statements, as appropriate, shall form the basis of the review.**
- Mon., March 1                          The University Advisory Committee will have reported in writing its judgment of the tenure/promotion recommendations to the Provost/Vice Chancellor for Academic Affairs.
- Fri., March 12                         The Provost/Vice Chancellor for Academic Affairs will have conferred with each dean and forwarded written recommendations on tenure/promotion and supporting evidence to the Chancellor.
- Fri., April 9                             TCU Board of Trustees meeting.

\*Or dean, in the case of the College of Education.